



**ILLINOIS STATE TREASURER  
DAN RUTHERFORD  
JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Office Associate  
**Salary:** Based per Union contract formula  
**Location:** Springfield, Illinois  
**Work Hours:** 8:30 a.m. to 5:00 p.m.

**Overview:** The Office of the Illinois State Treasurer is seeking an Office Associate in the Unclaimed Property Division located in Springfield, Illinois to serve as a primary point of contact for property claims from the general public.

**Responsibilities:** Performs a variety of complex and specialized activities related to processing of unclaimed property. Must effectively communicate with the following: private citizens and/or their legal representatives via telephone, written correspondence or in person concerning claim/report status and/or proper completion of the claim/reporting form(s); and co-workers via telephone, e-mail or in person concerning unclaimed property issues.

**Requirements/Qualifications:** High school diploma or G.E.D. certificate and basic computer skills are required, as well as excellent communication/customer service skills and multi-tasking abilities. Strong interpersonal skills and the ability to handle complex customer situations are essential.

**Preferred Basic Qualifications:** Two years related office experience or two years independent business experience or equivalent are preferred. Familiarity with Microsoft Outlook is preferred.

**Desirable Personal Attributes:** Strong human relations skills and strong customer service orientation.

**Application Process:** Send application materials including letter of interest and resume to:

**Director of Human Resources  
Office of the Illinois State Treasurer  
400 West Monroe, Suite 401  
Springfield, IL 62704  
E-mail: [HR@treasurer.state.il.us](mailto:HR@treasurer.state.il.us)**

**Equal Employment Opportunity Employer  
Applicants must be lawfully authorized to work in the United States  
Posting Dates: March 5 – March 19, 2013**